

CVMS Readiness Training - Setting Up CVMS User Profiles

Version 1.0

December 2020



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Let's do a quick overview of the HCP User Onboarding Template Process

Your Vaccine Coordinator (or similar role within your organization), will need to complete the **HCP User Onboarding Template** for those who will need access into CVMS to track all the activities of the COVID-19 vaccine administration and roll out. To make this process easy, you will be able to complete this process through the steps below.



1
To get started, DHHS sends an email to identified Health Care Providers (HCPs) containing the HCP User Onboarding Template along with instructions on how to complete and submit the template.



2
The HCPs will identify a single point of contact as their Vaccine Coordinator to field questions and feedback related to the administration of the COVID-19 vaccine.



3
The Vaccine Coordinator identifies their organization's users that need access to CVMS and confirms that these users have a valid NCID.



4
If identified users do not have an NCID, the Vaccine Coordinator instructs those users to create an NCID and provide it back to them



7
Vaccine Coordinator then collects all user NCIDs and loads that information along with other required information into the HCP User Onboarding Template and sends to COVIDHelp@dhhs.nc.gov email

On the tab "User List for CVMS Access" Complete the following information:

For the **Person completing the file:**

- Full Name, Email Address, Phone Number

For the **Location:**

- Location Name, Street Address, City, State, Zip code, Phone Number

For **Users Requesting Access:**

- First Name, Last Name, Email address, NCID, Profile



5
If needed, users create an NCID (see detailed steps on side 5)

You Must Have An NCID for All Users of CVMS – This is the first step in the process. Below are key actions that you have performed to get an NCID – This process a log in to CVMS and be included in the HCP Onboarding Template

Click on "Register"

Then click "Sign Up"

This will create your NCID

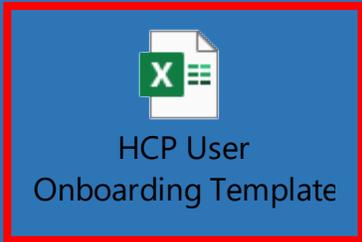
This will create an NCID which will need to be included in your HCP Onboarding Template

Reminder of COVID-19 Vaccine Readiness Checklist on where to find this info

Below are key actions you can do right now to prepare for CVMS and administering the COVID-19 vaccine.

- 1. Identify internal single point of contact for your employees to send questions or provide feedback related to the administration of COVID-19 vaccine.**
- 2. Identify your organization's users that need to access to CVMS and confirm that these users have a valid NCID. Instruct users that do not have a NCID to create a NCID and provide it to you.**

As part of the readiness checklist – Vaccine Coordinators will need to complete the Health Care Provider User Onboarding Template



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
COVID-19 Vaccine Readiness Checklist for Phase 1 Organizations

This checklist contains recommended action items to help Phase 1 organizations ensure their readiness to administer COVID-19 vaccinations. The action items are listed in two tables: the first table are action items you can do today, and the second table are action items that you can do starting the week of December 7th when supporting information is made available. The action items in each table are listed in recommended sequence to address, and action items that are shaded blue are only applicable to Phase 1 Health Care Provider (HCP) organizations that are enrolled with the State of North Carolina to administer COVID-19 vaccines.

Please contact the COVID-19 Vaccine Management System (CVMS) Help Desk at CVMS-help@dhs.nc.gov with any questions related to this Readiness Checklist.

Action Items You Can Do Today

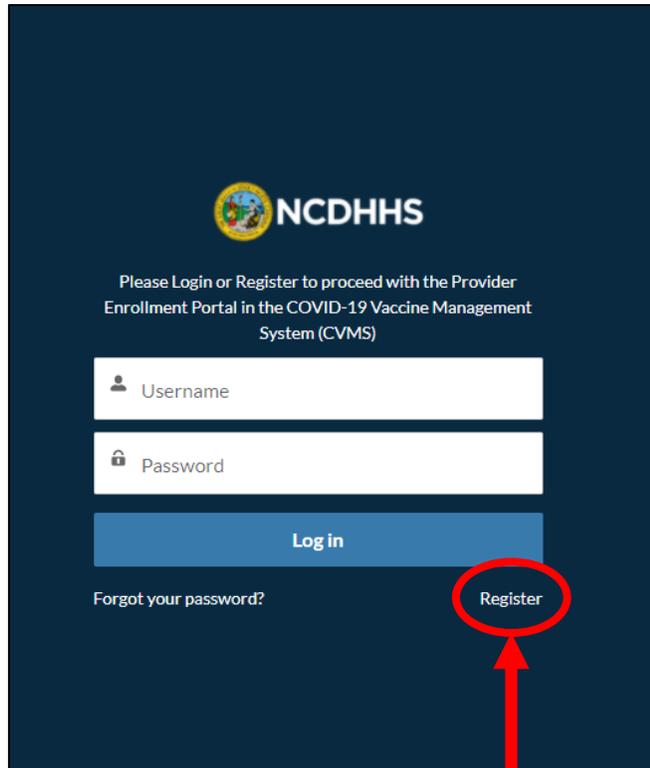
✓	✓	Action Item	Supporting Information
<input type="checkbox"/>	<input type="checkbox"/>	3. Identify eligible employees or individuals that meet the Phase 1 criteria.	Please see the Appendix of this document for the North Carolina Phase 1 Prioritization / Eligibility Matrix. Please use the State-provided Employee Bulk Upload Template to begin to document Phase 1 eligible employees / individuals. See below for definitions of Risk column and Type column in the Employee Bulk Upload Template. FIELD DEFINITIONS FOR EMPLOYEE BULK UPLOAD TEMPLATE <ul style="list-style-type: none">• RISK (column D): Should be noted as "High" if the employee is responsible for caring/cleaning in areas with COVID-19 patients, performing tasks with high risks of aerosolization (Intubation, Bronchoscopy, Suctioning, Invasive Dental Procedures, Invasive Specimen Collection, CPR), responsible for handling decedents with COVID-19, or planning to administer the COVID Vaccine.• TYPE (column E): Select Employee if person is working for the organization and select Individual if the person is a resident of the organization (e.g., residents of a nursing home).
<input type="checkbox"/>	<input type="checkbox"/>	4. Determine process for prioritizing and scheduling employees to receive the COVID-19 vaccine (two doses) and logistics on where employees will need to go to receive the COVID-19 vaccine.	The Pfizer and Moderna COVID-19 vaccines require two doses. The minimum number of days between the first and second dose is expected to be 21 calendar days for the Pfizer vaccine and 28 calendar days for the Moderna vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	5. Consider developing internal FAQs for your organization to help employees understand the COVID-19 vaccination process.	This document could include details on the specific process for employees to schedule and receive the COVID-19 vaccine, timing on when the COVID-19 vaccine is expected to be received, where to go to learn more about the COVID-19 vaccines, and your organization's policy or expectations on employees getting the COVID-19 vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	6. HCPs Only: Train your designated vaccine administrators on how to report an adverse event in VAERS following a COVID-19 vaccine administration.	Per the CDC COVID-19 Vaccination Program Provider Agreement, COVID-19 vaccination providers are required to report adverse events following COVID-19 vaccination and should report clinically important adverse events even if they are not sure if the vaccination caused the event. https://www.cdc.gov/vaccinesafety/ensuringsafety/monitoring/vaers/index.html

2

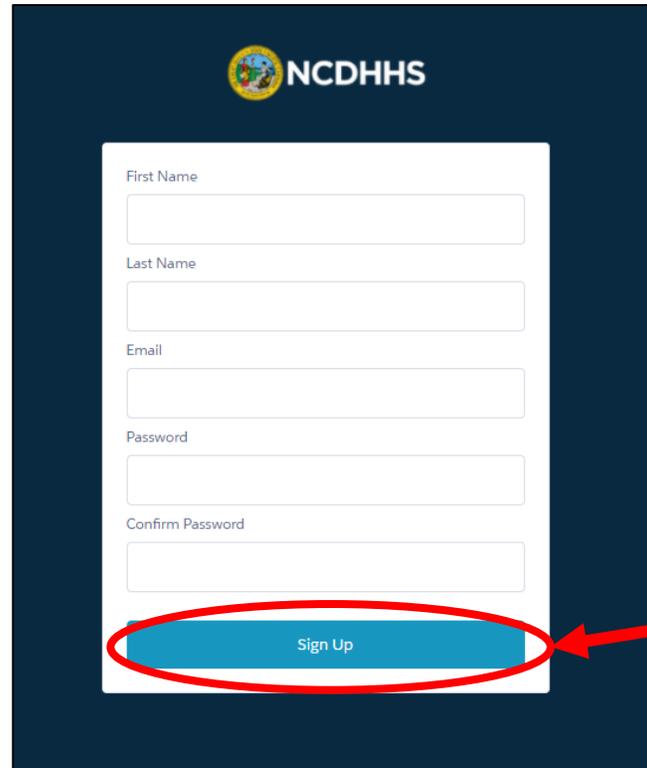
Getting Ready for CVMS - Creating User Profiles

You Must Have An NCID for All Users of CVMS – This is the process for creating an NCID

Below are key actions that you have perform to get an NCID – This process must be done for each person who will need a log in to CVMS and be include in the HCP Onboarding Template



Click on "Register"



The user needs to complete the required fields:

- First Name
- Last Name
- E-mail
- Password
- Confirm Password

Then click "Sign Up"

This will create your NCID

This will create an NCID which will need to be included in your HCP Onboarding Template

Getting Ready for CVMS - Creating Your HCP Onboarding Template

There are TWO main HCP profiles: Healthcare Provider and Healthcare Location Manager

	Profile: Healthcare Provider	Profile: Healthcare Location Manager
Who should have this profile?	Front Desk, Nurse, Doctor	Location Admin, Healthcare Employers, Vaccine Coordinators, Vaccine Admins
What functions can this profile do in CVMS?	View Patients, Administer Vaccine, View Proof of Vaccination	All Healthcare Provider functions + Inventory, Shipments, Wastage, Location Management

- *NOTE: The Vaccine Coordinator will help with designating these profiles to employees.*

Thank you!